

A new web request has been added that allows a GTC user to register as a third party filer to gain access to their client's accounts.

NOTE: The web request is only available to businesses with NAICS codes associated with third party filing. Those NAICS codes are:

- 541213 Tax Preparation Services
- 541214 Payroll Services
- 541219 Other Accounting Services
- 541211 Offices of Certified Public Accountants

Steps to Submit the Request:

1. Log into the GTC website (<https://gtc.dor.ga.gov>)
2. Under the **I WANT TO...** menu in the upper right-corner, click the **Register as a Third Party Filer** hyperlink

The screenshot shows the GTC website interface. On the left is a navigation menu with 'MENU', 'NAVIGATION', and 'HELP' sections. The main content area displays user information for 'GA DEPARTMENT OF REVENUE' and a list of links under the 'I WANT TO...' header. The link 'Register as a Third Party Filer' is highlighted with a red rectangle. Other links include 'Make Multiple Payments', 'Submit Documentation', 'Submit Power of Attorney', 'Transfer Tax Credit', 'Add Access to Another Account', 'Upload File', 'Register New Tax Account', 'Add NAICS', 'Update Officers', and 'VIEW ALL ACCOUNTS'.

3. Review and accept the message on the screen by checking the box below. Click the **Submit** button

The screenshot shows the 'Register as a Third Party Filer' confirmation page. It features a 'Submit' button and a 'Cancel' button. Below the buttons is a text box with the following text: 'By checking the box below, you confirm that you are a CPA, Payroll Provider, Tax Preparer or other Accounting Service requiring third party access to GTC. This access will be used in order to submit returns, requests, or payments on behalf of your clients.' At the bottom right, there is a checkbox with a checkmark inside a red circle.

4. The **Confirmation Page** will be displayed. Write down the **confirmation number** or **Print** the confirmation page for your records
 - Note: Your account should update within 5 to 10 minutes